


Tips for Working with the Record Editing System (RES)


1. Once you login the easiest thing to do is to choose “Browse for a Student Record”

Records now with Errors:	8	What's this?
Records now with Warnings:	0	What's this?
Records changed:	0	What's this?


What would you like to do?


To Work Online
Recommended for Everyone


 [Browse for a Student Record](#)
... by school and last name, then easily correct some or all issues in the record.

 [Search for a Student or Group](#)
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

 [Create a Student Data File](#)
Select a batch of records to include in the data file, then download and edit it. Please read about [pitfalls to avoid](#).

 [Upload Your Student Data File](#)
Upload your corrected data file and receive quick validation of its acceptability. Please read about [batch update limitations](#).

 [View File Upload History](#)
... to review the status and results of your district's file uploads.

2. Then use the “Filter” and Choose “Schools with Student Error Flags”

Before you can edit a student record, you must select the student's school.

To display schools by name, click an initial letter or All. To limit your view to only schools with flagged records, choose the filter for that flag.

When you see the school you want to work with, click the school's name.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 123 All Filter:

All Schools
All Schools
Schools with Student Error Flags
Schools with Student Warning Flags

Schools starting with letter A are displayed below.

School Name	School #	Total	Errors	Warnings
No results found for 'A'				

[Back to RES Homepage](#)

3. Then click “All” - This will list all of your schools that have error flags.

4. Click on a school.


5. Use the “Filter” and Choose “Student with Errors”

Browse to create a list of student records to edit. To learn best practices for editing records online, [click here](#).

To browse students by last name, click an initial letter or All. To limit your view to records with error or warning flags, choose the filter for that flag. To edit a student's record, click the student's name. You're done with this school when you can click ALL and choose any flag filter and no student names appear in the list.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter:



All Students ✓
All Students
Students with Errors
Students with Warnings

Students with last names starting with letter A are displayed below.

Student Name	Corp Name	Corp Number	School Name	School Number	Grade	Middle Initial	Error	Warning
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6. Then click “All”

Choose any listed student to see the errors.

Reminders

1 = NO

0 = YES

A Student who receives accommodations MUST also have a “YES” in “Special Ed”, “504”, or “LEP/ESL”

Every “Special Ed” student MUST have an “Exceptionality”.

CODA code (Indiana)	Exceptionality	CTB Code
01	Multiple Disabilities	1
02	Orthopedic Impairment	2
03	Visual Impairment	3
04	Hearing Impairment	4
05 & 06	Emotional Disability	5
07	Learning Disability	6
09	Communication Disorder	7
10	Mild Mental Disability	8
11	Moderate Mental Disability	9
12	Severe Mental Disability	a
14	Deaf-Blind	b
15	Autism Spectrum Disorder	c
16	Traumatic Brain Injury	d
17	Other Health Impairment	e

SIQ Grade Level

There has been some of confusion over “Grade Level” when using the RES system. Each student has two “grade levels”. The first is the “grade level of the test they took, (you cannot edit this field) and the second is the “Siq grade” which is the grade level that was in the barcode file (or bubbled in) which should match to the students current grade placement. The problem is that you need the table below to understand what the SIQ grade means. I will not try to explain the strange coding system other than to say it goes back to the beginning of ISTEP+. Please use the table below to check the “SIQ Grade” for your students.

Indiana Grade Level	SIQ Grade Level Code
3	0
4	B
5	C
6	1
7	E
8	2
9	G
10	3
11	4
12	5
12+	6